United Nations ST/AI/2011/6

Secretariat

27 June 2011

Administrative instruction

Mobility and hardship scheme

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing the changes made to the mobility and hardship scheme, as approved by the General Assembly in its resolution 65/248, hereby promulgates the following:

Section 1
General provisions

Purpose

1.1 The mobility and hardship scheme includes the following non-pensionable allowances:

(a) A mobility allowance, which varies according to the number of assignments and the purpose of which is to provide an incentive for the geographic mobility of staff;

(b) A hardship allowance, the purpose of which is to compensate for the varying degrees of hardship at different duty stations;

(c) A non-removal allowance, the purpose of which is to compensate for the non-removal of personal effects and household goods;

(d) An additional non-family hardship allowance, the purpose of which is to recognize that service in non-family duty stations represents an increased level of financial and psychological hardship in terms of involuntary separation from families and additional costs related to such service.

Eligibility

1.2 Staff in the Professional and higher categories (i.e., international Professional staff), staff in the Field Service category and internationally recruited General Service staff shall be eligible for payment of the allowances under this scheme, provided they meet the requirements set out in section 1.3 and the particular conditions governing each allowance, as set out in sections 2, 3, 4 and 5 below.

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1.3 Eligibility for the mobility and non-removal allowances under this scheme shall require an appointment to a duty station, or a reassignment to a new duty station, for a period of one year or longer, normally giving rise to an assignment grant under staff rule 7.14. However, some of the allowances may also be paid when an appointment or assignment with payment of a daily subsistence allowance is subsequently extended to one year or longer, in which case the allowances may be paid as of the first day following discontinuation of the subsistence allowance.

1.4 The hardship and additional non-family hardship allowances are payable irrespective of the appointment duration, as provided in sections 3.2 and 5.1 below.

1.5 The allowances under this scheme are not considered expatriate benefits, and may be paid to eligible staff members serving in their home country.

Category and designation of duty stations

1.6 All duty stations are placed by the International Civil Service Commission in one of six categories: H, and A to E. Duty stations in category H are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programme, or locations in countries that are members of the European Union. The A to E categories comprise all other duty stations, classified by order of difficulty of conditions of life and work. Staff are informed of the category of their duty station on an annual basis or more frequently if there is a change in classification.

1.7 For the purpose of payment of the additional non-family hardship allowance, a duty station will be designated as "non-family" by the organizations of the United Nations common system when the medium- or longer-term presence of non-essential staff and/or recognized spouses and/or dependent children in the staff member's duty station is deemed dangerous or unsuitable for reasons of their safety and security. A decision regarding whether to designate a duty station as "non-family" is normally taken within six months of the declaration of evacuation or relocation of non-essential staff and/or family members.

Amount

1.8 The amount of the allowances payable to each eligible staff member varies by grade level and dependency status, and depends:

(a) For the mobility allowance, on the number of assignments of a staff member;

(b) For the hardship allowance, on the hardship classification of the duty station where the staff member is serving;

(c) For the non-removal allowance, on whether the staff member has an entitlement to the full removal of household goods and has requested unaccompanied shipment instead;

(d) For the additional non-family hardship allowance, on whether the duty station has been designated a non-family duty station.

1.9 For the purposes of this scheme only, for Field Service staff in grades FS-1 to FS-6, the amount of the allowances referenced in section 1.8 shall be determined by reference to the amounts for staff at grades P-1 to P-3 in the Professional and higher

categories. For staff members in grade FS-7, the amounts for grade P-4 in the Professional and higher categories apply.

1.10 For internationally recruited General Service staff, the amounts paid shall be the same as those for staff at the P-1 to P-3 levels in the Professional and higher categories.

1.11 When staff members eligible for payment of the allowances are on assignment or travel status, and receive a daily subsistence allowance as a result, the allowances shall continue to be paid on the basis of their appointment at the parent duty station. Staff members on assignment or travel status at non-family duty stations are not eligible for payment of the additional non-family hardship allowance unless they are eligible on the basis of their appointment to their parent duty station.

1.12 When two staff members are married to each other and each is entitled to the allowances, each shall be paid at the single rate. If there are one or more dependent children, the allowances shall be paid at the dependency rate to the staff member in respect of whom the child or children are recognized as dependants. The same provision shall apply when one of the spouses is a staff member of another organization of the United Nations common system.

1.13 The amounts payable under the mobility and hardship scheme are set out in the annex to the present instruction:

(a) Mobility allowance (table 1);

(b) Hardship allowance (table 2);

(c) Non-removal allowance (table 3);

(d) Additional non-family hardship allowance (table 4).

Section 2
Mobility allowance

Qualifying service

2.1 To qualify for payment of the mobility allowance, a staff member must have five years' prior consecutive service as a staff member in the United Nations or another organization of the common system. Service credited towards the five-year requirement may include service as a staff member in one of the categories eligible for payment of the allowance under section 1.2, as well as prior service in a non-eligible category when allowed under section 2.6.

2.2 At all duty stations classified in categories A to E, the mobility allowance is payable from the second assignment, provided the requirement of five years' consecutive service has been met. At duty stations classified in category H, the mobility allowance is payable from the fourth assignment and only if the staff member has had two or more assignments, each for a period of one year or longer, at duty stations classified in categories A to E.

2.3 Service shall not be considered as broken by periods of special leave, but full months of special leave without pay shall not be credited towards the five-year service requirement.

2.4 Staff members holding temporary appointments are not eligible to receive the mobility allowance regardless of any exceptional extension of their appointment beyond 364 days.

Determining the assignment number

2.5 For the purpose of this instruction, the term "assignment", when determining the assignment number of the staff member, shall be understood to mean either the appointment of a staff member to a duty station or transfer of a staff member to a new duty station for a period of one year or longer.

(a) Initial appointments of one year or longer, whether or not official travel was required or such appointment gave rise to an assignment grant, and assignments of one year or longer which involve a change of duty station, shall be counted as one assignment;

(b) If a staff member is assigned to a duty station for a period of one year or longer and such time is subsequently reduced at the initiative of the Organization to less than one year, such service may be counted as an assignment on an exceptional basis.

2.6 Counting of assignments shall be made as follows:

(a) Exceptional periods of service on daily subsistence allowance for a period of one year or longer at the same duty station shall be counted as one assignment, but only upon reassignment or transfer to a new parent duty station;

(b) For staff members who were previously locally recruited in the General Service and related categories or as National Professional Officers and who become eligible for payment of the allowance upon promotion or appointment to a category eligible for such payment, all prior periods of service of one year or longer in the country of recruitment shall be counted as one assignment;

(c) For locally recruited staff members in the General Service and related categories who are assigned to another duty station, or to a field mission, outside the country of recruitment and as a result become eligible for payment of the allowance, the corresponding periods of service of one year or longer shall be counted in the same manner as for staff in the Professional category. Prior service in the country of recruitment as a locally recruited staff member shall be counted as one assignment, in accordance with section 2.6 (b);

(d) For staff members who had previously served under an appointment of limited duration governed by the 300 series of the Staff Rules for a total period of at least one year and who became eligible for payment of the allowance upon conversion of the 300 series appointment, the combined periods of prior service shall be counted as one assignment;

(e) Transfers, secondments and loans to other organizations of the United Nations common system shall be counted in the same manner as movements within the Organization;

(f) Periods of service under a fixed-term appointment of one year or longer as a Junior Professional Officer/Associate Programme Officer or as an Associate Expert, shall be counted notwithstanding the provisions of section 2. Periods of service as a United Nations Volunteer shall not be counted.

Duration

2.7 After five consecutive years at one duty station, payment of the mobility allowance will cease. The count towards the five years begins as of the date of appointment at the duty station. Periods of service away from the parent duty station on assignment or travel status shall not suspend the counting of five years. Full months of special leave without pay shall suspend the counting of five years, and the count shall resume upon return to service.

Section 3
Hardship allowance

3.1 The hardship allowance shall be payable to eligible staff members who are assigned to duty stations classified in categories B, C, D and E from the beginning of their first assignment to any of those duty stations for the duration of their assignment to those locations.

3.2 Eligible staff members who meet the requirement in section 3.1 above shall be eligible for the hardship allowance upon taking up their first assignment, irrespective of whether they receive an assignment grant.

3.3 If there is a change in the category of the duty station to which a staff member is assigned during the course of an assignment, an appropriate adjustment shall be made in the amount to which the staff member is entitled or the allowance shall be discontinued if no amount is payable, as of the effective date of the implementation of the hardship classification.

Section 4
Non-removal allowance

4.1 Staff members who, on assignment to a duty station, are entitled to either full removal under staff rule 7.16 or to an unaccompanied shipment under staff rule 7.15 can opt for the non-removal allowance instead of full removal, without prejudice to staff members opting for a relocation grant in lieu of unaccompanied shipment. The non-removal allowance is only payable if an entitlement to the assignment grant exists. The non-removal allowance shall be payable to staff on initial appointment in their home country only when an assignment grant is paid.

4.2 Staff members holding temporary appointments are not eligible to receive the non-removal allowance regardless of any exceptional extension of their appointment beyond 364 days.

Duration

4.3 Payment of the non-removal allowance is limited to a period of five years of consecutive service at one duty station. No exceptions shall be made to this provision.

Section 5
Additional non-family hardship allowance

5.1 The additional non-family hardship allowance shall be payable to eligible staff members who are assigned to duty stations designated as non-family from the beginning of their assignment and for the duration of their assignment to those locations.

5.2 If there is a change in the designation of the duty station (from family to non-family or the reverse) during the course of a staff member's appointment to the duty station, an appropriate adjustment shall be made to the staff member's salary to account for the amount payable or for discontinuation of the allowance, as of the effective date of the change in the duty station designation.

Section 6
Modalities of payment of the allowances

6.1 The allowances are established and shall normally be paid in United States dollars. Should the staff member request payment of salary and allowances in another currency, in accordance with the provisions of administrative instruction ST/AI/2001/1 on currency and modalities of payment of salaries and allowances, payment shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustments shall be made to account for changes in exchange rates once the payment has been made.

6.2 The allowances shall be paid on a monthly basis.

Section 7
Adjustments of payments

Adjustments or discontinuation of payments shall be made when applicable as a result of change of duty station, change of dependency status, change of designation or classification of duty station, promotion, completion of five years' consecutive service at the duty station, period on special leave or separation. An adjustment shall also be made if a staff member receives a special post allowance to a higher level which would bring the staff member's entitlement into another range (this normally would apply for special post allowances at the P-4, D-1 or FS-7 level), thus giving rise to a higher amount of the allowances in accordance with the amounts specified in the tables in the annex.

Section 8
Relationship to other allowances and entitlements

8.1 Amounts paid on account of the mobility and hardship scheme shall not be taken into account in the calculation of the rental subsidy to which staff members may be entitled.

8.2 A staff member shall not be eligible to receive payment of the additional non-family hardship allowance while concurrently receiving the security evacuation

allowance for eligible family members. Accordingly, payment of the security evacuation allowance shall cease upon payment of the additional non-family hardship allowance.

8.3 Notwithstanding section 8.2, a staff member in receipt of the additional non-family hardship allowance who is temporarily relocated or evacuated from a non-family duty station will continue to be eligible for payment of the security evacuation allowance for himself or herself under the provisions of the security management system.

8.4 A staff member holding a permanent, continuing or fixed-term appointment assigned to a non-family duty station may be eligible for home leave travel, family visit travel and reverse education grant travel. The staff member will not, however, be eligible for home leave travel in respect of family members.

Section 9
Final provisions

9.1 The present administrative instruction shall enter into force on 1 July 2011.

9.2 Administrative instruction ST/AI/2007/1 on the mobility and hardship allowance is hereby abolished.

(*Signed*) Angela **Kane**
Under-Secretary-General for Management

Annex

Amounts payable under the mobility and hardship scheme

Table 1
Mobility allowance
(Annual amounts in United States dollars)

Group 1 (P-1 to P-3)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 630	3 290
A	—	6 960	9 400	12 690
B	—	6 960	9 400	12 690
C	—	6 960	9 400	12 690
D	—	6 960	9 400	12 690
E	—	6 960	9 400	12 690

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	1 970	2 460
A	—	5 220	7 060	9 520
B	—	5 220	7 060	9 520
C	—	5 220	7 060	9 520
D	—	5 220	7 060	9 520
E	—	5 220	7 060	9 520

Group 2 (P-4 and P-5)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 990	3 740
A	—	8 000	10 800	14 580
B	—	8 000	10 800	14 580
C	—	8 000	10 800	14 580
D	—	8 000	10 800	14 580
E	—	8 000	10 800	14 580

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 250	2 800
A	—	6 010	8 110	10 940
B	—	6 010	8 110	10 940
C	—	6 010	8 110	10 940
D	—	6 010	8 110	10 940
E	—	6 010	8 110	10 940

Group 3 (D-1 and above)
Dependency status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	3 360	4 200
A	—	9 040	12 210	16 490
B	—	9 040	12 210	16 490
C	—	9 040	12 210	16 490
D	—	9 040	12 210	16 490
E	—	9 040	12 210	16 490

Single status

Duty station category	*Number of assignments*			
	1	*2-3*	*4-6*	*7+*
H	—	—	2 520	3 150
A	—	6 780	9 160	12 360
B	—	6 780	9 160	12 360
C	—	6 780	9 160	12 360
D	—	6 780	9 160	12 360
E	—	6 780	9 160	12 360

Table 2
Hardship allowance
(Annual amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
Duty station category	*Dependency status*	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
H	—	—	—	—	—	—
A	—	—	—	—	—	—
B	5 670	4 250	6 800	5 100	7 940	5 950
C	10 210	7 650	12 470	9 360	14 740	11 060
D	13 610	10 210	15 880	11 910	18 140	13 610
E	17 010	12 760	20 410	15 310	22 680	17 010

Table 3
Non-removal allowance
(Annual amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
Duty station category	*Dependency status*	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
H	2 100	1 580	2 630	1 970	3 150	2 360
A	2 100	1 580	2 630	1 970	3 150	2 360
B	2 100	1 580	2 630	1 970	3 150	2 360
C	2 100	1 580	2 630	1 970	3 150	2 360
D	2 100	1 580	2 630	1 970	3 150	2 360
E	2 100	1 580	2 630	1 970	3 150	2 360

Table 4
Additional non-family hardship allowance
(Monthly amounts in United States dollars)

	Group 1 (P-1 to P-3)		*Group 2 (P-4 and P-5)*		*Group 3 (D-1 and above)*	
	Dependency status	*Single status*	*Dependency status*	*Single status*	*Dependency status*	*Single status*
	1 418	532	1 70[illegible]	638	1 890	709